

# *Airport FAP Application Guide* 2023



## Toronto Pearson International Airport



*For You. The World.*





# *Airport FAP Application Guide*

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The GTAA reserves the right to amend the content of this **FAP Application Guide** on a regular basis.

All correspondence concerning or requesting clarification of any information contained in this Guide can be directed to:

Construction Compliance & Permits Office  
Greater Toronto Airports Authority  
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Toronto Pearson International Airport, P.O. Box 6031  
Toronto AMF, Ontario, Canada L5P 1B2  
Email: [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com)

**Digital copies of all the current FAP Process forms, checklists, guides, and the Airport Construction Code are available on-line using the link below.**

**<https://www.torontopearson.com/en/operators-at-pearson/construction>**

*Look under the Approvals tab.*



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## *Construction Compliance & Permits Office*

### **Introduction**

Toronto Pearson International Airport (Toronto Pearson) is a dynamic environment of daily activity and viewed as a city within itself. There is a constant movement of aircraft, vehicles of every type, and thousands of people both passengers and business personnel alike, all with timely destinations. The Greater Toronto Airports Authority (GTAA) is committed to providing a secure environment wherein your business can prosper under our number one priority, to maintain a safe and efficient operation at all times. We appreciate your participation and investment in the future growth and development of Toronto Pearson.

The purpose of this Guide is to assist anyone with the planning and implementation of construction projects at Toronto Pearson. As such, the reference to the "applicant" and "permit holder" used in this Guide means either the GTAA employee, Tenant or their assigned representative who is initiating the proposed construction project.

### **Rules & Regulations - Your Passport to Safety**

Rules and regulations are a collection of requirements which relate to a specific subject to control specific practices engaged repeatedly by many people. They all have the same purpose, to protect the health, safety, and welfare of people and property. For these reasons, the GTAA is committed to maintaining a strictly regulated operating environment at Toronto Pearson [with the Construction Compliance & Permits Office \(CCPO\) responsible for ensuring contractor activities of all types are carried out in compliance with such rules and regulations.](#)

### **The Construction Compliance & Permits Office**

[The Construction Compliance & Permits Office \(CCPO\) administers the review and approval process for all construction activities within the boundaries of Toronto Pearson. Written approval in the form of a Facility Alteration Permit \(FAP\) is required for all new construction and/or alterations to existing buildings and facilities before any activities can commence.](#)

[The Facility Alteration Permit \(FAP\) process focus is to: ensure that project designs are in compliance with the National Building Code & applicable Standards; and ensure that contractors' activities are planned & executed in compliance with established safety regulations \(OHSA\) and GTAA safety & security requirements while minimizing disruptions to normal Airport operations.](#)

### **Who Requires a Facility Alteration Permit?**

Anyone contemplating any new construction or alterations to existing facilities, systems or infrastructure requires a FAP. With the multitude of requirements to be regulated at Toronto Pearson, it is critical to channel relevant information to the appropriate stakeholders to assess impact and to offer adequate response before such construction is engaged. Each project will be evaluated for marginal and unique circumstances to define the specific process requirements.

Due to the wide variation in construction because of type, size and requirements, this Guide serves to describe a comprehensive process for larger and more complex projects. [It is important for applicants to](#)



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understand all the steps involved in the FAP process that may or may not be required for their specific project however, each project will be carefully assessed based on the scope of work and potential risks & hazards to provide the most expedient service to each applicant.

### **What Types of Work Require a Facility Alteration Permit?**

In general, all work assigned to a contractor which falls under the definition of “Construction” must go through the FAP review process.

The Occupational Health & Safety Act & the [Airport Construction Code](#) defines “**Construction**” as any activity which includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant, and any work or undertaking in connection with a project.

Further the [Airport Construction Code](#) defines “**Maintenance**” as any activity that preserve the function of a building system or equipment which may involve cleaning, adjusting, or the minor renewal of machinery in plant where there is no breakdown to be repaired and, does not both include activities mentioned in the definition of construction, and those activities performed on objects mentioned in the definition of a project.

This is not to say that all “maintenance” activities require a FAP. The confusion comes with work being carried out by contractors under a Maintenance Program or through an Opex Budget which is incorrectly assumed to be a maintenance activity.

The following partial list includes typical projects that must go through the FAP Review Process.

- New design & construction of any type, both buildings and civil structures.
- Additions and/or alterations to existing structures, both interior and exterior.
- Any installation of equipment, furniture, etc., requiring on-site assembly, connection to base building systems; or having an operational impact to the building.
- Leasehold improvements for new and existing tenant premises.
- Demolition and removals of existing structures, utilities, and equipment.
- Construction trailers for projects and any other temporary or permanent trailers being located near existing airport facilities or buildings.
- New or replacement of interior finish materials, fabrics, fixtures, and furniture.
- Alterations to building systems & components: electrical, mechanical, structural, communications, security, life safety, baggage handling, hydraulic, fueling & people moving devices.
- New, modified or relocated signs and graphics in any area.
- All landside site work, roadways, excavation, fencing, fixtures, and landscaping.
- Installation of underground and aboveground utilities, storage tanks and associated piping, and equipment of any kind and in any area.
- All new construction and alterations to airfield and apron areas, including aircraft loading bridges, hydrant fueling system, grounding rods, permanent and temporary placements.
- Changes to aircraft parking and vehicle corridor layouts.
- Investigative work of any kind and in any area related to structures, systems, environment, and geotechnical issues.

Note that work that may not require a code review may qualify for the **QuickFAP** process which would only require the contractor’s safety review. For clarification about this or any other work being planned that you are unsure about whether a FAP is required, please contact the Construction Compliance & Permits Office at [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com).



## **FAP PROCESS STEPS**

### **Step 1 - Preparing Your Application**

The applicant should be prepared with proper documentation and sufficient information about what is being proposed and how it is to be constructed. This will greatly help us to streamline the process to your project requirements. Please note that **no construction of any type should commence without first obtaining a Facility Alteration Permit (FAP)** from the Construction Compliance & Permits Office (CCPO). As the project initiator/applicant, you are responsible for obtaining all the necessary approvals and permits, and to ensure that your proposed project conforms to the applicable codes and standards of Toronto Pearson. Contact CCPO for any questions you may have with regards to your application at [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com).

### **What Does the Construction Compliance & Permits Office Require from You?**

#### **1. Preparing Detailed Information**

100% "Issued for Construction" Drawings and Specifications form the "approval documents" for the proposed construction and are the essential part of your application. All **approval documents** submitted **must be sealed and signed by an architect, and/or engineer registered in the Province of Ontario**.

#### **2. Applicable Codes and Standards**

The Airport Construction Code lists the **applicable codes, standards, and specific Airport requirements** to be followed for design & construction at Toronto Pearson. The National Building & Fire Codes of Canada are the recognized regulations for buildings at Toronto Pearson. Your approval documents will be reviewed by the Construction Compliance & Permits Office, designated as the Authority Having Jurisdiction (AHJ), for the compliance with the applicable codes and standards of the Airport. It is the responsibility of the applicant to comply with these regulations within their construction documents and to exercise the acceptable measures if the documents conflict with such regulations.

#### **3. FAP Application Documents & Project Orientation**

The FAP Applications documents should describe the construction overview (purpose and location), scope of the construction, required services and deliverables, construction schedule and cost estimate. Additionally, a key plan which clearly indicates the location of the proposed construction relative to Airport facilities & structures is required for orientation.

#### **4. External Agency Approvals**

The applicant and project consultants are responsible for knowing and obtaining any additional approvals that are mandatory for their project. **For example, some projects must go through Nav Canada reviews which may take some time. Thus, sufficient time should be allowed in the construction schedule for this & other required reviews & approvals.**





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#### Step 2 - Submitting Your Application

The FAP application form, checklists & guides are all available on the Toronto Pearson web site:  
<https://www.torontopearson.com/en/operators-at-pearson/construction> (under the “Approvals” tab)

Your complete **FAP Application** submission must be submitted to CCPO via email to [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com) and includes the following:

- Completed FAP “Application for Airport Construction” form.
- PDF copy of all the “Issued for Construction” Design Documents - sealed & signed drawings, specifications, applicable reports, etc.
- Completed, sealed & signed “General Review Commitment Certificates” (GRCC) - for each professional discipline involved.
- Contractor’s Safety Documentation - Site Specific Safety Plan (SSSP), NOP & Form 1000.
- For tenant projects - completed “Letter of Undertaking” form signed by the tenant initiating the work.

#### **Additional Authorizations**

Submissions for specific operational permissions &/or activity permits/notices which are outside of the FAP process may also be required in addition to the FAP application submission. Details on how to obtain them will be provided when applying for the FAP.

#### Step 3 - Permit Application Acceptance

Once your application has been received, the CCPO will acknowledge receipt of your FAP Application submission by sending an “**Application Response Notice**” (ARN) email to the FAP Applicant. This notice details the specific requirements and/or additional information required.

Sufficient & complete information must be submitted with each application to commence & complete the FAP review process before the “FAP - Orange Placard” can be issued. This must include a fully completed application with all applicable information requested in Sections A, B, C, D & E.

- A. Project Information must be fully completed with the Project Title, Location, Construction Value, the detailed full Scope of Work, and the Designated Project Representative (DPR) – who will be responsible for the payment of the assessed FAP fees.
- B. Project Initiator (Owner or Client) is the organization or company who is funding the project.
- C. FAP Applicant can be the Owner or their assigned representative – Consultant or Contractor who is responsible for the FAP application submission.
- D. Contractor Information must include the General Contractor Company’s Name, contact information and the specific Site Supervisor’s Name, & 24/7 emergency cell number which will appear on the FAP placard when issued.
- E. Potential Operational Impacts applicable should be noted and the contractor’s safety documentation attached which must include their Site Specific Safety Plan (SSSP), their Ministry of Labour Notice of Project (NOP), and their Ministry of Labour Form 1000.

**Note that application reviews will be delayed, if insufficient or incomplete information is submitted.**



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### **Step 4 - Permit Application Review Process**

The FAP Application review process consists of a detailed review for code and contractor's health & safety compliance. A FAP cannot be issued until all reviews have been completed & signed off by CCPO's Independent Code & Safety Compliance Consultants however, the applicant and their representatives remain fully responsible for compliance to all applicable codes, standards, and regulatory requirements. The FAP review process includes:

1. CCPO's Independent Code Compliance Consultant (ICCC) who will review the design submission for compliance with the applicable fire protection and life safety requirements of the National Building Code (NBC) and the National Fire Code (NFC). The Applicant will be contacted directly by the ICCC with review comments and observations. Note: That a FAP cannot be issued until all outstanding code comments are addressed satisfactorily with ICCC **who will then issue their** Letter of Recommendation to issue the FAP.
2. CCPO's **Independent Safety Compliance Consultant (ISCC)** who will review the project in accordance with Part 7 of the Airport Construction Code. The contractor shall contact the **ISCC** to discuss project specific details and requirements related to workplace health and safety and submit the requisite documentation requested. Note: the FAP cannot be issued until the requirements to start construction are satisfactory to the **ISCC** and their confirmation of review is submitted to CCPO.

#### **Length of Application Review Period**

CCPO is committed to completing the reviews and issue the FAP Placard within 5 to 10 business days however, the duration for your FAP application review and approval is entirely dependent on the project scope, size, type, number & complexity of issues, operational impact on the airport and the completeness of the submitted documentation.

Applicants are urged to allow sufficient time in their project schedule for the review and approval of the proposed construction especial for large scale multiple phased projects.

### **Step 5 - Facility Alteration Permit (FAP) Issuance**

Requirements for issuing a Facility Alteration Permit (Orange Placard) include:

1. Submission of all information/documentation requested in the "ARN" application response email.
2. CCPO receives confirmation that the FAP Fees assessed have been paid & received by the GTAA.
3. Confirmation that all code issues have been addressed by the applicant and a letter has been issued by the ICCC recommending that the Facility Alteration Permit be issued (as applicable).
4. Confirmation that the contractor has submitted their Site Specific Safety Plan, & all required safety documentation and that it has been reviewed and accepted by the **ISCC**.

Once the missing information requested is provided & all the required reviews are completed, **the FAP Orange Placard will be prepared and issued with a digital copy of the FAP Placard sent to the project applicant/contractor via email.**

Note that the permit expiry date is set to coincide with the expiry date of the NOP submitted by the contractor with the application submission. **If work must continue past the FAP/NOP expiry date, then**



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the contractor must submit to the CCPO a copy of their updated NOP sent to the MOL indicating the extension period required before the FAP placard can be reissued with the extended date.

All applicable documents must be maintained in good order at the construction site for periodic review by CCPO or our representatives upon request. The FAP Placard **shall be posted at the entrance to each construction site for easy identification of the permit number & contact information for emergencies.** For exterior or mobile work, a digital copy of the FAP placard must be available on site (on cell phone/laptop) to be produced by the contractor upon request. It is the responsibility of the contractor to comply with these and all Airport requirements when working on Airport Lands.

The issuance of the FAP Placard confirms that the code and contractor safety reviews have been successfully completed and allows the contractor to commence the work once the final approval(s) are obtained from the applicable Construction Coordinator(s) in the form of Activity Permit/Notice(s) which ensures that the work has been coordinated with the Terminal, Groundside or Airside operations prior to commencing any work.

### **Step 6 - Construction Compliance & Site Reviews**

The Construction Compliance & Permits Process includes the site reviews of projects as they progress. At CCPO's discretion, periodic or random site reviews of the construction may be carried out by CCPO and/or designated representatives whose roles are to ensure that the work is being carried out in conformance to the FAP approved project scope, and to general good engineering & construction practices to avert unsafe construction conditions.

The CCPO has the authority to reject any work, fixtures, systems, material, equipment, and furnishings which do not comply with the scope and content of the approved documents or the Airport Construction Code. Any rejected installations shall be communicated to the permit holder immediately by the CCPO. An "Order to Comply" (OTC) detailing the reason for rejection is used for this purpose and serves as a notification to correct the reported issue by a specified date. Failure by the permit holder and the contractor to comply with the terms of the OTC without reasonable cause could result in the subsequent issue of a "Stop Work Order" (SWO) which permits the CCPO to stop all or part of the construction site activities as applicable. Only after an agreement is reached and a written commitment is received by the CCPO from the permit holder to perform the same will construction be allowed to recommence.

Where a professionally registered consultant is required by the CCPO to provide general review of the construction as part of fulfilling the requirements of the project, mandatory monthly field review reports shall be submitted to the CCPO. The CCPO may at its option, in cases where specific construction is of a complex nature, require the permit holder to hire a consultant or inspector to review at any time before, during and/or after the installation of the construction. Notification of this requirement will usually be given to the permit holder as part of the Facility Alteration Permit conditions.

### **Changes to the Work**

Once approved by the CCPO, no changes to the proposed construction shall be made by the permit holder or the contractor, including but not limited changes to layout, modifications to systems, assemblies and methods, or substitutions of material and equipment. Proposed changes shall be submitted to the CCPO as amendments to the issued FAP using similar procedures for submitting the original application. Contact the CCPO for requirements specific to the proposed changes before proceeding. Approval confirmation from the CCPO sent to the permit holder shall follow the necessary





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review. Each approved change will be given a sequential amendment number to update the Facility Alteration Permit.

#### **External Inspection Agencies**

It is the responsibility of the permit holder and the contractor to contact and coordinate the required inspectors of all other authorities having jurisdiction over their project. Failure to obtain the necessary Certificates, Permits and/or Licenses to use or operate your construction may cause certain delays for which the CCPO or the GTAA shall not be held liable.

### **Step 7 – Occupancy & FAP Closeout Process**

#### **1. Final Completion**

The consultant/contractor shall confirm in writing that the construction has reached completion by submitting a signed Request for Final Inspection to the CCPO. **Five (5) business days' notice** is required prior to the inspection date to ensure that the applicable parties are available. In preparation for the final inspection, the permit holder and the contractor are to obtain copies of the required final documentation for hand over to the Independent Code Compliance Consultant, & CCPO.

The project team should allow adequate time between the final review(s) and the issuance of the occupancy/use approval to allow for: the review and acceptance of the final documentation; and/or the resolution of any outstanding issues by the project contractor/consultants.

On the day of the final inspection, the parties will meet at the construction site to commence their reviews. The permit holder is to provide to the Independent Code Compliance Consultant & CCPO any documentation previously requested. All final documentation is to also be sent via email to the CCPO [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com) as soon as it is available.

During the inspection the permit holder shall coordinate the documentation of any outstanding defects and deficiencies found for follow-up and resolution to the CCPO's satisfaction. The contractor must address all noted outstanding issues before a final Occupancy/Use Permit can be issued by CCPO.

#### **2. Taking Occupancy**

To the complete satisfaction of the Independent Code Compliance Consultant, & the CCPO that all the project requirements have been fulfilled by the permit holder and contractor, the **Occupancy/Use Permit** will be prepared and issued by the CCPO.

The CCPO may issue a Partial or Conditional Occupancy/Use Permit which allows a portion of the project already completed to the satisfaction of the CCPO to be used or occupied for specific purposes only pending the completion of the requirements for obtaining a full Occupancy/Use Permit.

#### **3. As-built Record Drawings**

The project as-built record drawings shall be submitted to the Construction Compliance & Permits Office in the format as stipulated by the Airport Construction Code. The final Occupancy/Use Permit will be issued once the final as-built record drawings are reviewed and accepted by GTAA Engineering Data.



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#### **4. GTAA Engineering Data**

CCPO will forward the as-built record drawings to GTAA Engineering Data for the inclusion of the new and/or revised information into the standing Airport digital records. As part of the GTAA's commitment to improve its facility management tools, GTAA Engineering Data is working towards providing current and accurate drawing records. However, maintaining the usefulness of these records is a team effort. GTAA Engineering Data is committed to providing permit applicants with quality information and service.

**It is the project team's responsibility to provide accurate as-built record drawings at the end of each project. Remember, the information we make available to you on your next project is only as good as the information we receive back from you on your current project.**